


# Spotlight



## on Student Assessment and Accountability

September 3, 2015

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### Preparing for Spring 2016 Assessments

The following information is intended for all public schools and for nonpublic schools that will administer the Michigan Student Test of Educational Progress (M-STEP), Michigan Merit Exam (MME), MI-Access assessments, or English Learner WIDA assessments for Michigan in Spring 2016.

To ensure you and your staff receive complete and timely information regarding assessment, it is important to review all of the following contacts in the [Educational Entity Master](#) (EEM) at [www.michigan.gov/eem](http://www.michigan.gov/eem) and ensure each contact has current and accurate contact information (especially email address):

- Superintendent
- Principal
- District Assessment Coordinator
- M-STEP Coordinator (District and Building)
- MI-Access Coordinator (District and Building)
- English Learner Assessment Coordinator (District and Building)
- WorkKeys Test Coordinator (Building)
- **New** SAT Test Coordinator (Building)
- **New** SAT Backup Test Coordinator (Building)
- **New** SAT Services for Students with Disabilities Coordinator (Building)
- **New** PSAT Backup Coordinator
- **New** PSAT 10 Test Coordinator (Building)
- **New** PSAT 8/9 Test Coordinator (Building)
- Technology Director (District and Building)

#### Key:



information Tech Coordinators also need to know

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An important consideration for schools this year is the addition of the new SAT and PSAT roles. For the SAT and WorkKeys components of MME, as well as the spring administration of PSAT for grades 9 and 10, College Board and ACT will pull contact information from the EEM to drive the test center setup or establishment processes. It is critically important that all WorkKeys, SAT, and PSAT roles be identified and entered into the EEM no later than **September 18, 2015**.

Public schools should notify their district's EEM authorized user to add a contact or update any existing contacts. If additional assistance with the EEM is needed, please send an email to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 and select option 3. Provide your name, district name and code, telephone number (including area code and extension), and email address along with your specific question.

Nonpublic schools should contact Tami Feldpausch at 517-373-1833 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM.

## 2015 DAS Conference Presentations and Handouts

Thank you to all attendees for making the 2015 DAS Conferences for Student Assessment and Accountability a success! We hope that you found the conferences informative and engaging.

The PowerPoint presentations and handouts from the conferences have been posted as PDF files on the MDE Website. You can access the presentations and handouts by clicking on the [DAS Fall 2015 Conference Presentations](#) link located on any of the assessment and accountability web pages, or by clicking on the following URL: [http://www.michigan.gov/mde/0,4615,7-140-22709\\_70117-363870--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-363870--,00.html).

## KEA Inter-Rater Reliability Module Deadline Extended

The deadline to complete the Inter-Rater Reliability module has been **extended to September 7, 2015** for teachers participating in this year's Kindergarten Entry Assessment.

This step **MUST** be completed by teachers participating in the KEA in order to utilize the TS GOLD tool. Kindergarten students will not be loaded into the TS GOLD tool unless this step is completed, nor will teachers be able to manually add students to the TS GOLD tool.

## KEA Pre-Identification Process

Pre-Identification of Kindergarten Entry Assessment (KEA) students will need to be done by 5:00 PM on **September 16, 2015** to ensure students are loaded into the TS GOLD system. There are two steps of pre-identification that need to be done for KEA students on the Secure Site:

1. the student needs to be pre-identified to the KEA assessment using one of the pre-ID methods, and
2. students need to be assigned to an online testing session on the Secure Site. *Step 2 cannot be completed until teachers participating in this year's KEA have completed the Inter-Rater Reliability (IRR) module.*

Once both pre-identification steps and the IRR module have been completed, the students will be loaded into the TS GOLD System. You can find instructions for both of these processes on the [Secure Site Training](#) web page ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Quick Reference** section.

**Note:** Students enrolled after September 16, 2015, will not be able to participate in the KEA.

## WIDA ACCESS 2.0 Online Waiver and Technology Requirements

The Spring 2016 WIDA assessment, Michigan's summative assessment for English Learners (ELs), will be administered online. In the coming weeks districts will be asked to identify schools that will not be able to participate in the online Spring 2016 administration of the summative assessment for English Learner (ELs), the ACCESS 2.0.

In order to determine tech readiness, districts should review the resources available on [WIDA's technology preparation page](https://www.wida.us/assessment/access20-tech.aspx) (<https://www.wida.us/assessment/access20-tech.aspx>). Of importance is the requirement for microphones and headphones to administer the online ACCESS 2.0. Districts may also find the Recommendations for Headset Specifications helpful in purchasing needed hardware.

**Note:** The Alternate ACCESS for ELLs, the summative assessment for ELs who are also students with disabilities, will remain a paper/pencil assessment.

## MSDS LEP Exit Reminder

The window to exit Limited English Proficient (LEP)/English Learner (EL) students as proficient is available **now through 11:59 PM, September 16, 2015** in the MSDS Student Record Maintenance (SRM) 2014-15 Collection. To exit a student as proficient, districts must submit the LEP Component with LEP Exit Reason "50" along with an LEP exit date that is on or before June 30, 2015. It is important to note that any student who has not been exited as proficient during the 2014-15 school year will be considered as LEP in the upcoming 2015-16 school year.

The above message was also sent in the CEPI Announcements email to MSDS users on August 19, 2015 and September 2, 2015.

The Entrance and Exit Protocol to be used in determining whether a student is eligible to exit LEP services can be found on the Office of Fields Service's (OFS's) Title III - [English Learner & Immigrant Education Programs](http://mi.gov/mde/0,1607,7-140-6530_30334_40078---,00.html) webpage ([http://mi.gov/mde/0,1607,7-140-6530\\_30334\\_40078---,00.html](http://mi.gov/mde/0,1607,7-140-6530_30334_40078---,00.html)).

For questions or clarifications on the Entrance and Exit Protocol, please contact: Shereen Tabrizi, Manager of the Special Populations Unit/Title III Director, [OFSSpecialPops@michigan.gov](mailto:OFSSpecialPops@michigan.gov).

## SAT Corner

*Information provided by the College Board*

### Training workshops

You can register early for one of our workshops, which are filling up quickly. If a location is already at capacity, please select another location. If you can't attend a workshop in person, **we will be adding webinars covering the same materials**. Check back for dates and more information in the coming weeks.

- [College Board Counselor Workshops](#)  
(Morning Session, 9 AM - Noon)

[http://counselorworkshops.collegeboard.org/registration/all-workshops?field\\_workshop\\_state\\_value=Michigan](http://counselorworkshops.collegeboard.org/registration/all-workshops?field_workshop_state_value=Michigan)

- **College Board Implementation Workshops** for state-administered Spring 2016 assessments  
(Afternoon Session, 1 PM – 4 PM, same locations as the Counselor Workshops)
  - ▶ [Oakland University](#)  
September 21, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509211>
  - ▶ [Wayne State University](#)  
September 22, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509221>

- ▶ [University of Michigan, Dearborn](#)  
September 24, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509241>
- ▶ [Western Michigan University – Kalamazoo](#) September 28, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509281>
- ▶ [Western Michigan University – East Beltline](#) – September 29, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509292>
- ▶ [Michigan State University](#)  
September 29, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011509291>
- ▶ [Central Michigan University](#)  
October 6, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510061>
- ▶ [Northern Michigan University](#)  
October 8, 2015  
<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510081>

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## Getting Prepared: Seating Requirements

As you begin to think about how to manage the April 12, 2016 SAT and the April 12–13, 2016 test dates for PSAT 8/9 and PSAT 10, here are some guidelines to help ensure you meet your test day room requirements. If you've administered PSAT/NMSQT in the past, you'll find the requirements are very similar.

For standard testing, try to choose rooms that can fit at least 25 test takers, while observing the spacing requirements. **The College Board requires students to be seated at least four feet from center of desk to center of desk, which is the equivalent of seating students three feet apart shoulder to shoulder as in prior years.** Other requirements to consider when determining rooms:

- Use chairs with backs.
- Place chairs directly behind those in the preceding row, facing in the same direction.
- Provide a large, smooth writing surface, preferably desks or tables.
- Seat only one student at a table measuring six feet in length or less.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.

- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
- Try to choose rooms that are located close together, so that each hall proctor can cover up to five rooms.

For students with disabilities who are taking the test with extended time, extra or extended breaks: small groups must be assigned a room and an associate supervisor separate from those used for the standard administration. Follow the above requirements for seating in the nonstandard room(s). Also note:

- Seat students with the same type of timing together.
- Service for Students with Disabilities (SSD) who require different timing or breaks may need to be tested in separate rooms, unless you are testing a small number of students and they will not disturb each other.

Along with Spotlight, the College Board will continue to update information about the spring implementation on our [Michigan website](https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmid=MTG308-AL-1-mat) (<https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmid=MTG308-AL-1-mat>).

## Important Dates

### Approaching Deadlines!

#### KEA

- **September 7, 2015:** Deadline for teachers participating in this year's Kindergarten Entry Assessment (KEA) to complete the Inter-Rater Reliability module

### September

#### MSDS

- **September 16, 2015:** The 2015 Graduation Rate Appeals Window in MSDS will close.

For the most up-to-date information on the appeals window, please visit the [CEPI Graduation and Dropout Information](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56418---,00.html) web page ([http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_56418---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56418---,00.html)). If you have any questions, please send an email to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts.

- **September 16, 2015, 11:59 PM:** Deadline to exit students from LEP (see related article on page 3)

#### KEA

- **September 16, 2015, 5:00 PM:** Deadline for Pre-Identification of Kindergarten Entry Assessment (KEA) students in the secure site to ensure they are loaded into the TS GOLD system.

- **September 17, 2015, 4–5 PM:** The first of four bi-weekly webinars for KEA participants to dialogue with OSA staff and each other regarding the success and challenges of KEA implementation.

#### SAT, WorkKeys, and PSAT

- **September 18, 2015:** Critical deadline for all SAT, WorkKeys, and PSAT roles to be identified and entered into the EEM.

### October

#### KEA

- **October 1, 2015, 4–5 PM:** The second of four bi-weekly webinars for KEA participants to dialogue with OSA staff and each other regarding the success and challenges of KEA implementation.
- **October 6, 2015:** MME Webcast – Save the date!
- **October 15, 2015, 4–5 PM:** The third of four bi-weekly webinars for KEA participants to dialogue with OSA staff and each other regarding the success and challenges of KEA implementation.
- **October 29, 2015, 4–5 PM:** The final bi-weekly webinar for KEA participants to dialogue with OSA staff and each other regarding the success and challenges of KEA implementation.

► Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html), ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_31168-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html))

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.